

**SUMMARY OF THE  
FIELD ACTIVITIES COMMITTEE MEETING  
MARCH 07, 2002**

The Field Activities Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Thursday, March 07, 2002 at 11:00 a.m., Eastern Standard Time (EST). The meeting was led by its Chairperson, Dr. Barton Simmons of the California Environmental Protection Agency (EPA), DTSC, Hazardous Materials Laboratory. A list of action items is given in Attachment A. A list of participants is given in Attachment B.

**INTRODUCTION**

Dr. Bart Simmons called the meeting to order and took attendance.

**TOPICS OF DISCUSSION**

***Review of Minutes***

The minutes of the February 07, 2002 teleconference were reviewed and accepted as written.

***Action Items***

#1 - Florida Sampling Rule - Mr. Andy Tintle reported that because there was no request for a public hearing on this matter, this rule will be promulgated on April 8, 2002.

A question was raised as to which language from the Florida Field Sampling and the LT1000 series should be used for the NELAC Standard as it does not include text regarding field sampling. Mr. Tintle will email a copy of the General QA Rule to the Field Activities Committee to review and discuss at the next scheduled teleconference as it relates to general sampling vs. field sampling. It was suggested that for the NELAC 8 Conference the committee develop a general sampling standard to include definitions.

#2 - Accreditation Process (AP) Comments to Draft Definitions - With regard to definitions, it was suggested and agreed to put a short description in Chapter 1 and to expand on the definitions within Chapter 7. Mr. Edward Hartman will develop the concise definitions for distribution to the Program Policy & Structure (PP&S) Committee and proposal at NELAC 8.

#3 - Federal Register Notice (FRN) - Dr. Simmons reported that most of the comments received were accepted. He will send this to Mr. Edward Kantor and request that any modifications that need to be made should go through the Field Activities Committee.

#4 - General Sampling Standards - Dr. Simmons reported that he will distribute for review the comments received. Whether the Project Plan should be considered part of the QAPP will be further discussed at the next teleconference.

#5 - Source Emissions Standards Development - No status to report.

#6/#7- Nomination Status - Dr. Simmons received a list of members showing committee interest from Ms. Silky Labie and he also has the list coming from NELAC7i. Dr. Simmons will distribute brief biographies to the committee for review. He will also contact current non-active participants to inquire as to their interest in continuing on the FA committee.

#8 Contact NABS re Draft Standards -

Bart contacted the National Association of Benthological Society (NABS) but has not received a response. He will attempt contact again and report at the next teleconference.

#9 NELAC Draft Proposed Standards for NELAC-8 - Due 05/06/02 - Dr. Simmons will distribute the latest version of the Draft Proposed Standards (which highlighted changes) to the Field Activities Committee for review and discussion at the next teleconference.

## **OLD BUSINESS**

The old business discussed is shown in the action item status above.

## **NEW BUSINESS**

Mr. Skip Darley will be participating in the EPA Quality Conference scheduled for April 11, 2002 in Phoenix, AZ.

It was suggested and agreed that the next scheduled teleconference on April 4, 2002, be rescheduled for April 15, 2002.

## **ADJOURNMENT**

There being no further business, Dr. Simmons adjourned the meeting.

## **NEXT MEETING**

The next teleconference is scheduled for April 15, 2002, at 1:00 p.m. EST.

**ACTION ITEMS  
FIELD ACTIVITIES COMMITTEE MEETING  
MARCH 07, 2002**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1	Florida Sampling Rule - Email copy of General QA Rule to Field Activities Committee (Tittle)	ASAP
2	Accreditation Process (AP) Comments to Draft Definitions - Develop concise definitions and deliver to AP committee (Hartman)	ASAP
3	Federal Register Notice (FRN) - Email FRN to Ed Kantor (Simmons)	ASAP
4	General Sampling Standards - Distribute comments to Field Activities Committee (Simmons)	ASAP
5	Petition BoD to resume Source Emissions Standards Development	2003
6/7	Nominations to Committee Status - Distribute biographies to Field Activities Committee and contact non-participating members (Simmons)	04/15/02
8	Contact NABS to see if they have draft standards (Simmons) Determine whether NELAC to pursue (Committee)	ASAP 04/15/02
9	Distribute draft NELAC proposed Standards (with highlighted changes) to the Field Activities Committee (Simmons)	ASAP

**LIST OF PARTICIPANTS  
FIELD ACTIVITIES COMMITTEE MEETING  
MARCH 07, 2002**

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